

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS GS-400 9/05; JFS GS-800 11/08; JFS GS-1300 12/97					
b. Title * Environmental Engineer		c. Pay Plan GS	d. Series 819	e. Grade 13	f. CLC 001
4. Supervisor's Recommendation Physical Scientist		GS	1301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE (b) (6)		
7. ORGANIZATION (Give complete organizational breakdown)			e. NPDES Permitting Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Water Protection Division			h. Employing Office Location Atlanta, GA		
d. NPDES Permitting and Enforcement Branch			i. Organization Code TDAD0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor (b) (6)		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 01 Low <input checked="" type="checkbox"/> 02 Moderate <input type="checkbox"/> 03 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 42			
g. Bargaining Unit Code 1050		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties 65% of time <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature Ken Cunn	
				j. Date 9/30/14	
11. REMARKS * Interdisciplinary 401/819/1301 Position pre-designated moderate risk WM-14-104					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

SENIOR PERMIT SPECIALIST
Environmental Engineer/Physical Scientist/Life Scientist
GS-0819/1301/0401-13

Position Summary

As Senior Permit Specialist you will:

- Prepare permits for extremely complex or critical CWA, NPDES regulated facilities (issuance, reissuance, and modification), where state, local or tribal agencies have not been delegated permit authority
- Where permit authority has been delegated, review and prepare comments on extremely complex, critical, or politically sensitive permits proposed by state, local, or tribal agencies
- Provide technical expertise and document regulatory rationale for permit conditions at all stages (draft through appeals) of permit development
- Negotiate complex issues with Permittees and interested parties to resolve permit requirements
- Provide expertise and authoritative support in defense of technical and legal challenges to permits
- Provide advice to state, local or tribal program managers on new developments and criteria during permit program review and/or implementation, including regulatory, policy, and technical requirements, application process, and issuance strategies
- Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal programs to ensure proper implementation of NPDES permits
- Assist on special projects to evaluate the overall effects of program implementation.

Major Duties and Responsibilities

DUTY 1:

50%

Where state, local, or tribal agency has not been delegated authority to prepare permits for NPDES regulated facilities (issuance, reissuance, and modification), represent the regional office in establishing criteria for the most significantly complex or critical permits. Review permit applications, conduct technical evaluations (including an analysis of the cumulative effect of multiple permits within a watershed on downstream water quality and flow), write fact sheets, and draft permit conditions, identifying any technical, policy, procedural, or regulatory discrepancies. Develop permit requirements (using models, if appropriate) and negotiate conditions with the Permittee, and provide technical expertise and document regulatory rationale for permit conditions at all stages (draft through appeals) of permit development. Write public notices and represent EPA policy/permit requirements at stakeholder meetings. Represent EPA at public hearings and community meetings with a high degree of public and congressional interest on proposed permitting actions. Negotiate complex issues with Permittees and interested parties to resolve permit requirements. Respond to public comments involving controversial or politically sensitive actions or decisions. Prepare final permits and permit modifications for issuance, assuring technical and legal integrity. Maintain administrative record of all permitting actions.

AND/OR

Where state, local, or tribal agency has been delegated permit authority, serve as technical expert and authoritative agency representative to review extremely complex or critical permits, and develop, evaluate, and/or oversee permit programs. Serve as regional resource on availability of new technology, models and/or existing parameters. Provide authoritative advice on the interpretation and application of permit program policies, guidelines, and regulations to the state or tribe for implementation. Provide advice to state, local or tribal program managers on new developments and criteria concerning permit program review and/or implementation, including regulatory, policy, and technical requirements, application process, and issuance strategies. Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal programs to ensure proper implementation of the NPDES program. Serve as regional resource for review of extremely complex

permits proposed by state, local or tribal agencies for adequacy and accuracy. Identify deficiencies (if any) and recommend controversial or politically sensitive actions on permit issuance and related compliance/enforcement matters.

KSAs: 1, 2, 3, 4, 5, 6

DUTY 2:

25%

Provide authoritative technical advice and support to state, local or tribal agencies regarding technical and/or scientific criteria and methods; implementation of toxicity requirements; and impacts of pollutants. This requires in-depth technical evaluations and may involve developing innovative and unique permit limits and controls to protect affected communities. May also perform one or more of the following: Review, assess, and provide comments and instructions to ensure technical documents are legally defensible; prepare technical evaluations and make recommendations for installation of state-of-the-art design and pollution-control technology or techniques; develop state, local or tribal permit issuance strategies and oversee work plan development; track the status of permits in relation to annual commitments; review and evaluate draft national guidance and policy on behalf of the regional office, and provide comments and insights which are generally accepted within the framework of national program requirements; provide expert guidance and authoritative consultation with state, local or tribal program officials, and/or plan, develop, and conduct highly specialized training on the NPDES program.

KSAs: 3, 4, 5, 6

DUTY 3:

20%

Resolve critical, politically sensitive, and highly complex issues related to permit requirements and defend permits against legal challenges, along with Office of Regional Counsel (ORC). As regional expert, negotiate with Permittees and other interested parties to resolve issues related to highly sensitive and controversial permit requirements, and provide authoritative support to defend technical and legal challenges. Provide expert consultation and advice to ORC on formal information requests and enforcement actions. Serve as a technical authority in reviewing responses to determine technical sufficiency, and recommend further actions as appropriate. Prepare and present expert testimony during public hearings, evidentiary hearings, court trials, and depositions for highly controversial legal cases. Typically undergoes extensive cross-examination by highly sophisticated legal counsel and their expert consults. The employee's testimony is generally central to settlement discussions. Where state, local or tribal agency has been delegated permit authority to prepare permits for treatment, storage and disposal facilities, serve as technical expert and authoritative agency representative as needed to assist state, local, or tribal agency officials defend permits against legal challenges.

KSAs: 4, 5, 6

DUTY 4:

5%

Serve as agency spokesperson for responding to permit inquiries. Ensure communities, elected officials, and other interested parties are informed of EPA actions and positions concerning the interpretation and application of permit requirements. Respond to inquiries from the press, Congressional staff, or state and local officials, and/or Freedom of Information Act (FOIA) requests from the public involving controversial, politically sensitive, and highly complex technical issues. Serve as agency representative during community meetings involving concerned citizens, which may include residents from underserved or low-income communities, to explain and respond to questions or concerns on the release of chemicals and other pollutants, environmental impacts, technical/regulatory requirements, and plans for mitigating impacts. Where state, local or tribal agency has been delegated permit authority to prepare permits for municipal and industrial facilities, serve as technical expert and authoritative agency

representative as needed to assist state, local, or tribal agency officials explain and respond to questions or concerns from communities.

KSAs: 3, 5, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

Technical:

1. Expert knowledge of professional environmental engineering/physical science and/or life science concepts, principles, and practices to prepare permits for controversial and politically sensitive NPDES regulated facilities (issuance, reissuance, and modification);
2. Knowledge of pollution-control technology or models to develop or review permits which mitigate impacts and ensure protection of the environment;
3. Skill in identifying and resolving complex pollutant discharge problems requiring possible use of innovative and state-of-the-art technology or models.

Programmatic:

4. Expert knowledge of environmental permit regulations and agency policies;

Oral Communication:

5. Skill in presenting technical/scientific information to a variety of individuals and groups including state, local, or tribal agency officials, and private citizens from communities negatively impacted by release of chemicals or other pollutants;

Written Communication:

6. Skill in writing public notices, comments on technical documents, and permit guidance or policies.
-

FACTOR LEVEL DESCRIPTIONS

Factor 1, Knowledge Required by the Position

Level 1-8, 1550 points

Mastery of advanced concepts, principles, and practices of professional engineering, physical sciences, or life sciences to:

- 1) serve as a technical expert in resolving uniquely complex, politically sensitive, and controversial technical problems associated with the development and/or review and evaluation of permit applications;
- 2) interpret and evaluate unique and highly complex permit applications and reports prepared by other engineers, scientists, and state agency personnel to solve novel or extraordinary problems, and develop new approaches for use by other agency stakeholders where specific agency guidance is lacking;
- 3) perform highly complex technical calculations to establish permit limits for high priority pollutants of national concern; and
- 4) serve as a technical authority to provide consultative advice and guidance concerning a full range of technical problems, issues, analyses and remedies pertinent to reduction of discharges to waters of the United States involving use of innovative and state-of-the-art technology and/or models.

Factor 2, Supervisory Controls

Level 2-4, 450 points

The supervisor outlines overall goals, objectives and available resources. The supervisor and incumbent, in consultation, develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most conflicts that arise, and keeps the supervisor informed of far-reaching implications and potentially controversial concerns. Completed work is reviewed for overall approach, effectiveness in meeting requirements, and feasibility of recommendations.

Factor 3, Guidelines

Level 3-4, 450 points

Guidelines and precedents, such as federal statutes, policies, and regulations, are often insufficient and inapplicable to the assignment. Guidelines have gaps in specificity and require considerable interpretation for application. Some permitting policies and precedents have been established in the course of EPA's work, but they may be inadequate in addressing particular permitting problems. The employee is required to use resourcefulness, initiative, and judgment to deviate from or extend traditional permitting policies and precedents, in order to solve problems.

Factor 4, Complexity

Level 4-5, 325 points

The range of assignments includes complex and controversial permitting actions. These actions require the permit specialist to address a wide variety of technical, legal, and policy issues. The work requires the application of many different and unrelated processes and methods applied to a broad range of permitting activities and the associated technological aspects. The incumbent makes decisions about what needs to be done amidst conflicting objectives and scientific requirements, unique situations, inconclusive variables and data, changes in regulations, and agency objectives. These projects also require the permit specialist to work effectively with other EPA staff in a team environment. The incumbent uses judgment and ingenuity to evaluate the applicability of new technology, models, and/or applications, and to advocate strategies and actions to resolve controversial or conflicting issues.

Factor 5, Scope and Effect

Level 5-5, 325 points

The purpose is to serve as a technical authority to protect human health and the environment through implementation and/or review of a permitting program, and plan, review, negotiate, and make decisions regarding the most complex and controversial applications under the permit program. The incumbent provides expert advisory services to state, local or tribal agencies covering a broad range of engineering and scientific activities involving critical problems that may arise, and exploration of the means and methods by which these problems may be resolved. These decisions and actions may lead to possible litigation against major industrial concerns. Results of the employee's efforts affect the work of other scientific or engineering experts both within and outside the agency and may be national or international in scope and impact, or affect the development of major aspects of agency scientific and engineering programs.

Factors 6 & 7: Contacts and Purpose of Contacts

Level 3C, 180 points

Personal contacts include scientists, engineers, and other subject matter specialists, administrators, and other representatives from federal, state, local, and/or tribal government agencies. Contacts also include industry representatives, manufacturers' representatives, private engineering firms, scientific organizations, environmental groups, community groups, and scientists, engineers, managers and attorneys at EPA Headquarters and regional offices.

The purpose of contacts is to persuade other engineers, scientists, managers, and attorneys to adopt technical points and methods, negotiate agreements with agencies where there are conflicting interests and opinions, or justify the feasibility and desirability of work proposals to top agency officials. The purpose also includes explaining permitting proposals and decisions, providing technical assistance, problem-solving, and sharing technical information with uncooperative or skeptical audiences.

Factor 8, Physical Demands

Level 8-1, 5 points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9, Work Environment

Level 9-1, 5 points

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

Total Points: 3,290

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (**major duties area**) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number		<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	Physical Scientist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS1301-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	(b) (6)		
Personnel Specialist's Signature	Ken Cunn	Date	9/30/14

Part 1. Contracts Management Duties			
Pre-award:		<input checked="" type="checkbox"/>	Monitors management and performance of delivery orders/work assignments after award
<input checked="" type="checkbox"/>	Plans Procurements		Defines scope of work for work assignments
<input checked="" type="checkbox"/>	Estimates Costs		Approves payment requests of ACH drawdowns
<input checked="" type="checkbox"/>	Obtains funding commitments		Manages cost-reimbursement contracts
<input checked="" type="checkbox"/>	Prepares procurement requests		Reviews invoices
<input checked="" type="checkbox"/>	Writes statements of work	<input checked="" type="checkbox"/>	Inspects and accepts deliverables
<input checked="" type="checkbox"/>	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		
<input checked="" type="checkbox"/>	Conducts technical evaluation of proposals		Close-out:
	Participates in debriefing/protests		Writes reports on contractor performance, costs, and tasks performed
	Other (lists)		Reconciles payments with work performance
			Closes-out payments
			Performs cost accounting
Post-award:		<input checked="" type="checkbox"/>	Provides assistance to Contracting Officer in settling claims
<input checked="" type="checkbox"/>	Prepares delivery orders		Other (list)
<input checked="" type="checkbox"/>	Reviews contractor work plans		
<input checked="" type="checkbox"/>	Reviews contractor progress reports		
	Monitors government-furnished property		
<input checked="" type="checkbox"/>	Monitors cost, management, and overall technical performance of contract after award	Percentage of Time Spent on Contracts Management	
		<u>5</u>	%

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

☐ Advises Grants Management Office of potential problems/issues

☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

☐ Approves payments requests or ACH drawdowns

☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office

☐ Negotiates amendments

☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)

☐ When necessary, recommends termination of the agreement

☐ Resolves with Grants Management Office administrative and financial issues

☒ Conducts periodic reviews to ensure compliance with agreement

☐ Other (list)

Close-out:

☒ Certifies deliverables were satisfactory and timely

☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out

☐ Reconciles payment with work performed

☐ Notifies recipient of close-out requirements

☐ Obtains legal assistance if necessary to resolve incomplete close-out

☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations

☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

5 %

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

☐ Monitors cost management and overall technical performance

☐ Participates in decisions about project modification/termination

☐ Conducts periodic review of Superfund State

☐ Contracts payments receipts (Superfund only)

☐ Inspects and accepts deliverables

☐ Other (list)

Close-out:

☐ Reviews final report

☐ Decides on disbursement of equipment

☐ Reconciles payments with work performed

☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)

☐ Certifies deliverables

☐ Resolves close-out issues with Grants Management Office/other agency

☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

0 %



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Reassignment SF 52 Request No.: WM-14-

Position Title/Series/Grade: Physical Scientist/GS-1301-13

Full Performance Level (FPL) of Position: GS-13
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- ☐ Attorney—Moderate
- ☐ Bench Scientist, such as chemist, biologist, etc.—Moderate
- ☐ Contract Project Officer—Moderate
- ☐ Contract Specialist—Moderate
- ☐ Criminal Investigator (all grades, all positions)—High
- ☐ Deputy Division or Division Director—High
- ☐ Financial Specialist/Accountant/Budget Analyst—Moderate
- ☐ Grants Project Officer—Moderate
- ☐ Grants Specialist (GS 12 and below)—Low
- ☐ Grants Specialist (GS 13 and above)—Moderate
- ☐ HR Specialist (Benefits)—Moderate
- ☐ HR Specialist (Classification)—Low
- ☐ HR Specialist (ER/LR)—Moderate
- ☐ HR Specialist (Generalist)—Moderate
- ☐ HR Specialist (Staffing)—Moderate
- ☐ HR Specialist (Training)—Low
- ☐ Inspector—Moderate
- ☐ IT Specialist (Application Software)—High
- ☐ IT Specialist (Customer Service)—Moderate
- ☐ IT Specialist (Data Management)—Moderate

- ☐ IT Specialist (Enterprise Architecture)—Moderate
- ☐ IT Specialist (Internet)—High
- ☐ IT Specialist (Network Services)—High
- ☐ IT Specialist (Operating System)—High
- ☐ IT Specialist (Policy and Planning)—Moderate
- ☐ IT Specialist (Security)—High
- ☐ IT Specialist (System Administrator)—High
- ☐ IT Specialist (Systems Analysis)—Moderate
- ☐ On-Scene Coordinator (all grades, all positions)—High
- ☒ Permit Writer—Moderate
- ☐ Public Affairs Specialist/Community Involvement Coordinator—Moderate
- ☐ QA Scientist—Moderate
- ☐ RCRA Corrective Action Officer—Moderate
- ☐ Remedial Project Manager—Moderate
- ☐ Site Assessment Manager—Moderate
- ☐ Support Services Specialist—Moderate
- ☐ Toxicologist—Moderate
- ☐ OIG Employee (all grades, all positions)—High
- ☐ Other Known High-Risk Position—High
- ☐ Supervisor of High-Risk Employee(s)—High

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. **The scope of this position is:**
- | | | | |
|--------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Regional | <input type="checkbox"/> National | <input type="checkbox"/> Global |
|--------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
6. **The impact/potential harm this position could cause would be:**
- | | | |
|------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Internal to EPA | <input type="checkbox"/> Multi-Agency/Government-wide | <input type="checkbox"/> Beyond the Government |
|------------------------------------------|-------------------------------------------------------|------------------------------------------------|
7. **Position is a presidential or political appointment:** ☐ Yes ☐ No
8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☐ No
What materials are involved? _____
9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations):
☐ Yes ☐ No Describe: _____
10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☐ No
11. **Obligates the agency to take action or spend funds:** ☐ Yes ☐ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Communicates with: | Communication methods: |
| <input type="checkbox"/> EPA personnel | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA | <input type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☐ No
What systems/programs are involved? _____
14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☐ No
15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☐ No
(Note: Relates to investigating and auditing, but **not simply overseeing**.)
What personnel, programs, and/or activities are involved? _____
16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. **Requires official EPA credentials:** ☐ Yes ☐ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☐ No
Describe: _____

(b) (6)

Title

Date